



New Leader Onboarding 3 Maps

New Volunteer/Community Development/Service Unit

Service Unit

First 15 Days	First 30 Days	First 60 Days	Ongoing
<p>Check for new leaders in your service unity Looker report. Community Development staff will also notify the service unit when a new troop is being started.</p>	<p>Connect with new leader inviting them to the next service unit meeting. Provide them with some connected to the service unit.</p>	<p>Service Unit New Leader Orientation. This would be great to offer before upcoming service unit meetings.</p>	<p>Call new leader if not attending service unit meetings. Check in on them.</p>
	<p>Add new leaders to service unit communication, such as, email list, Facebook group, Service Unit Rally, Remind etc.</p>	<p>Provide a mentor for new leaders in your service unit.</p>	
	<p>Help support a parent/caregiver meeting or upcoming troop meeting.</p>	<p>Optional: Host an investiture ceremony for new leaders.</p>	

Service Unit orientation – discussion suggestions

- Contact information
- SU meetings and upcoming events
- Connect to SU social media platforms & communication methods
- Debrief Troop Start Up Training that troop leaders watch on GS Learn
- Frequently Q & A
- Volunteer Mentor assigned by either SU or CDM (as applicable)
- Promote Volunteer Resources/Learning Opportunities hosted by service unit and/or GSWO
- Product Program (if participating within the next month)

15-Day phone call – discussion suggestions. Log in Salesforce as – MY23-New Leader

- Welcome to Girl Scouts
- Background check (if not already completed)
- gsLearn knowledge check (have they started, what questions do they have)
- Next steps
 - Schedule parent/caregiver meeting
 - How to access troop roster knowledge check
- Contact information of co-leaders, service unit, and staff
- Volunteer's preferred method of contact.
- Service Unit meeting dates
 - This could be combined with the Service Unit on-boarding as well
 - Could be done in-person or over zoom

Checking in with new leader – discussion suggestions. Log in Salesforce as – MY23-New Leader

- Roles within the Troop (who is going to do what)
- Troop meeting dates and location
 - Update Opportunity Catalog
- gsLearn debrief
- Parent meeting debrief
- Bank account
- Review any questions leaders may have
- Schedule time for CDM to visit meeting (optional)
- Product Program (if participating within the next month)